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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: October 29, 2001

RE: SAM II Financial SUSF Clean-up Reminder

OA/Accounting will begin the quarterly clean up of SAM II Financial SUSF on November 1, 2001. Documents with a last action date of three (3) months or greater on SUSF will be deleted if the document is not in Held or Accept status.

Please ensure that templates are in Held status. Agencies templates must have a document prefix of "TEM" so that document templates are easily identified.

Please ensure that your agency has procedures in place to monitor Financial SUSF on an ongoing basis. Also, agency procedures must be in place to ensure that action is taken on needed documents prior to the last action date on Financial SUSF being greater than three (3) months or that a needed document is in Held status. Agencies should delete any unnecessary documents on a routine basis for internal control purposes and to assist with efficient nightly cycle processing.

As a reminder, OA will **not** send agencies the specific document numbers that are deleted for this purpose.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact the OA/Division of Accounting Agency Customer Service desk if necessary.